Academic Probation and Appeals

Students may be placed on academic probation if they fail to meet the criteria outlined in the Satisfactory Academic Progress policy. When there are mitigating circumstances that occur such as a death in the immediate family, prolonged illness, etc., the student may appeal in writing to the Student Services Office. The appeals committee consisting of the Director of the College or his/her designee, the Program Coordinator, and the Head of Student Services, will review the appeal in a timely manner, and if approved, the student may return to complete his or her certificate program and if applicable have financial aid reinstated.

To Regain Eligibility-Probation: As stated previously, a student with mitigating circumstances can appeal in writing to the Financial Aid Office. The appeals committee and the Financial Aid Director will convene in a timely manner and act on the appeal. If approved, the financial aid eligibility may be reinstated for one additional semester after which the student must have returned to SAP. The student will be eligible to receive financial aid for the probationary semester. If the appeal is successful the student will have weekly progress meetings with the instructor to discuss attendance and progress toward meeting the objectives of the course(s) and help the student with additional resources if needed. If mitigating circumstances do not apply or the appeal is denied the student may secure alternative funding until the satisfactory academic requirements have been met once again. (Academic plan).

A student may appeal a financial aid probation or ineligibility by submitting a written appeal to the Financial Aid Office within five school days of receipt of notification. Appeals for reinstatement will only be approved for circumstances beyond the student's control.